



## **Executive Committee**

### **Draft Charter and By-Laws**

#### **Mission**

The COTS Executive Committee shall be the primary operations and management body for the Council on Technology Services and shall support the priorities and activities set by the Council by managing the Council's operations.

#### **Goals**

The COTS Executive Committee has three primary goals and objectives:

1. Determine agenda items for Council meetings based on the priorities of the Council.
2. Oversee and provide support and direction for the activities of all COTS Workgroups consistent with the priorities set by the Council.
3. Recommend to the Secretary of Technology candidates for consideration for appointment to the Council.

#### **By-Laws**

#### **Composition**

The COTS Executive Committee shall be composed of no more than seven (7) Council members, to be selected by the Secretary of Technology. A minimum of one (1) representative from each of the following categories shall be designated: state government, local government, and higher education. Two (2) of the seven (7) members of the COTS Executive Committee shall be the Director of the Department of Technology

Planning and the Director of the Department of Information Technology. Members shall serve a term of one year, coinciding with their appointment to the Council, and are eligible for reappointment. The Executive Committee shall elect a Chair to serve for a term of one year, with eligibility for reappointment.

## **Meetings**

The COTS Executive Committee shall meet at least quarterly and at any time called by the Secretary of Technology or the Chair. The Chair shall lead the meetings, and the Executive Director shall lead the meetings in the absence of the Chair. The Chair shall set the agenda for COTS Executive Committee meetings. All meetings of the Executive Committee are open to the public and all documents related to the meetings shall be made available on the COTS Website following the meeting. Minutes of all meetings shall be kept and made available for public inspection.

## **Council Meeting Agendas**

The COTS Executive Committee shall determine the agenda for full Council meetings, including presentations, updates, and Workgroup items. The COTS Executive Committee shall solicit agenda items from Council Members on a bimonthly basis. The COTS Executive Director will collect all requests for agenda items from Council Members and public entities (public and private sectors) and provide all such requests to the COTS Executive Committee. The COTS Executive Committee shall evaluate the requests against the established priorities, goals, and objectives of the Council. The Agenda shall be set within one (1) week of the Council Meeting and made public on the COTS Website.

## **Workgroup Oversight**

The COTS Executive Committee shall oversee and coordinate all COTS Workgroups. COTS Workgroup Chairs shall report periodically to the COTS Executive Committee as agreed upon in the Workgroup Charter approved by Executive Committee, and at other times as deemed necessary.

## **Candidates for COTS Membership**

The COTS Executive Committee shall develop a slate of candidates for membership to COTS on a biennial basis (every other year). The slate of candidates shall comply with Code of Virginia requirements and the expectations of the Office of the Secretary of the Commonwealth. The COTS Executive Committee shall solicit Council members for

recommendations at least six (6) months prior to the expiration of the COTS terms. The COTS Executive Committee shall provide its final slate of candidates to the Secretary of Technology at least three (3) months prior to the expiration of the COTS terms.

The COTS Executive Committee shall provide recommendations to the Secretary of Technology, with input from Council members, for replacing any COTS member who resigns from or is unable to serve the Council within sixty (60) days of the effective resignation date.

## **Review and Amendment of Charter and Bylaws**

This charter and bylaws may be waived or amended at any meeting of the Council by a majority vote of those present, provided notice of the substance of the proposed amendment is sent to all Council members at least five (5) days before the meeting.

This charter and bylaws shall be reviewed periodically by the Chair of the Council and by the Executive Committee. The Chair and the Executive Committee shall recommend any necessary changes to the Council.

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